

**United States Department of State
Foreign Affairs Handbook**

**5 FAH-7
Graphics Standards
Handbook**



INTRODUCTION—THE FOREIGN AFFAIRS MANUAL

DESCRIPTION

a. The *Foreign Affairs Manual* (FAM) contains the regulations, and policies, for the Department of State's operations, and in certain instances, for other Federal departments and agencies. The manual consists of a (projected) twelve volume series that is accompanied by implementing material in the companion *Foreign Affairs Handbooks* which contains the procedures and guidelines.

b. The directives program is managed by the Directives Management Branch, OIS/RA/DIR, located in Room B-264 NS, Department of State, Washington, DC, 20520; they may be reached on 202-647-3602.

c. Until such time as paper copies are eliminated, the paper version remains the official version of the *Foreign Affairs Manual* and the supplemental *Foreign Affairs Handbook* series. DIR maintains the official master copies of the *Manual* volumes and handbooks.

d. Direct questions concerning FAM content, format, style, etc. to DIR. DIR also resolves questions of regulatory validity and apparent inconsistency between the paper and CD-ROM versions of the FAM (see also 2 FAM for more specific information on the Department's directives program).

VOLUME MANAGER

The Volume Manager for 5 FAH-7 is located in A/IM/RM/PPB/PR. This office's management of the volume's contents includes format and structure (in accordance with DIR standards), as part of the procedures for issuing changes and new material. Address all proposed changes/corrections/additions and related inquiries regarding procedures to A/IM/RM/PPB/PR, Room 333 SA-30.

CONTENTS

The contents and scope of each volume are:

1 FAM - ORGANIZATION AND FUNCTIONS (TL:ORG-000):
Organizational structure of the Department of State, functions, responsibilities, and authorities.

- 2 FAM - GENERAL** (TL:GEN-000): Consular districts, post management, foreign disaster, emergency relief, privileges and immunities, protocol, inspection and audit program, directives and forms management, printing, overseas schools program.
- 3 FAM - PERSONNEL** (TL:PER-000): Employment, compensation, allowances and differentials, attendance and leave, performance evaluation and promotion, conduct, benefits, discipline and separation, training, and Foreign Service Nationals.
- 4 FAM - FINANCIAL MANAGEMENT** (TL:FIN-000): Budgeting, accounting, vouchers and claims, payrolling (including schedules), and special operating procedures.
- 5 FAM - INFORMATION MANAGEMENT** (TL:IM-000): Correspondence and records management, mail and pouch handling, telephone facilities, document and communications security, audiovisual management, etc.
- 6 FAM - GENERAL SERVICES** (TL:GS-000): Travel and transportation, supplies and equipment, procurement, contracting, buildings, safety program.
- 7 FAM - CONSULAR SERVICES** (TL:CON-000): Notarials, protection and welfare, civil aviation, and protection of foreign interests. (Citizenship and Passport policy as it pertained to overseas citizen services, formerly in *the old* Volume 8, was incorporated into Volume 7 in 1983-1986.)
- 8 FAM - Reserved for Passport Services.**
- 9 FAM - VISAS** (TL:VISA-000): Visa issuance.
- 10 FAM - Reserved.** (Incorporated into Volume 2 in 1995.)
- 11 FAM - Reserved.** (Incorporated into Volume 2 in 1995.)
- 12 FAM - DIPLOMATIC SECURITY** (TL:DS-000): Security issues, protection, investigations, courier service, counterterrorism.

FORMAT

a. The FAM is divided into volumes reflecting major functions. Each volume is divided into chapters, subchapters, and sections. Chapters are set off by chapter title pages. Chapter numbers are 000, 100, 200, etc. Each chapter can have nine subchapters, for example, those for Chapter 100 being 110, 120, 130, etc., through 190. Subchapter numbers and titles appear centered, in all capitals, at the top of the subchapter's first page. Each section can have nine major subdivisions, for example 121, 122, 123, etc. through 129.

b. Subsections begin at the .1 level, the next subdivision at .1-1. All section subdivisions are referred to as sections. After the first section level, a number larger than nine is permissible, for example: 121.35, or 121.1-13. Although two further subdivisions are possible ((A), (iii)), divisions below the hyphenated digit level are strongly discouraged. All heading numbers and titles are done in bold. The numbering format is:

	100 CHAPTER
120	SUBCHAPTER
121	SECTION
121.1	Section
121.1-1	Section

c. The subchapters contain regulatory material (white pages) and procedures and exhibits (blue pages). This is part of the new look for the *Foreign Affairs Manual*, where some materials which would normally be in handbooks are kept in the *Manual* volume (the integrated pages approach), due to clarity or space considerations. The blue pages retain the full weight and force of standard directives issuances.

d. When a section contains more than one paragraph, each paragraph is usually identified by a letter identifier. The descending order of paragraphs and subparagraphs is: a.; (1); and (a). The latter two are used for subparagraphs to single paragraphs without identifiers. NOTES to paragraphs are considered part of the paragraphs they follow.

e. The effective date of any given material is the issuance date of the transmittal letter (TL). Issuance date is indicated in a TL line immediately below the section or subsection title, in italics. For example: (*TL:GEN-969; 6-16-99*).

f. Sections of the FAM having applicability to other agencies are indicated immediately below the section or subsection title, in italics. For example: (*Uniform State/USAID/USIA*).

g. Material with a different effective date other than the transmittal line is indicated by an effective date line immediately below the section or subsection section, in italics. For example: (*Effective Date: 3-5-94*).

h. Show that the material, although unchanged for a period of time, was reviewed—when and by whom. For example: (*Revalidated 7-21-97; MO/P/PET*).

MAINTENANCE

a. FAM volumes are a necessary part of the Department's supplies, and as such are to be retained by the post/office. As the articulation and record of the Department's regulations, policies, and procedures, the FAM must be kept current. It is strongly recommended that posts and offices include FAM maintenance as part of the job descriptions of designated employees. Responsibilities for FAM/FAH maintenance include:

(1) Keeping only necessary volume and handbooks on hand, and making them readily available;

(2) Distributing promptly new material;

(3) Holding accountable each manual holder (including officers) for maintaining the FAM/FAH in a current status; and

(4) Ensuring that FAM/FAH materials are retained by the office/post when manual holders depart for home leave, reassignment, transfer, or TDY, for use by their substitutes/successors.

b. Changes are issued by Transmittal Letters (TLs); paper replacements are made by subchapter and CD revisions (replacement CDs) are issued quarterly.

c. Although lists of TLs are occasionally issued, direct questions concerning the update/revision status of FAM materials to OIS/RA/DIR.

CD-ROM

a. The *Foreign Affairs Manual* and its supplemental *Foreign Affairs Handbook* series are available on the InfoRegs compact disk—read only memory (CD-ROM), which are issued quarterly.

b. For internal use only, the Department provides a collection of guides and booklet-type material on the semiannual InfoGuides CD, and a collection of forms used by the Department (mostly the Forms Facsimile Handbook 2 FAH-1, but also including some other agency and post-originated forms) in the InfoForms CD.

c. For information on this program, contact the INFOEXPRESS Coordinator, A/IM/IS/OIS, directly. They are located in Room 1239 NS, FAX 202-736-7304.

REQUESTS

a. Direct requests for distribution changes to OIS/RA/DIR, Room B-264 NS. Direct public requests for FAM materials to OIS/PS/PR-Distribution, Room B-847A NS. Both offices are located in the Department of State, Washington, D.C. 20520.

b. All requests must be cleared through the post administrative officer or bureau executive director, or other designated central coordinator, and provide an explanation/justification and any other pertinent information (e.g., the position(s) which will update the new FAM volume(s), etc.). Use the TAGS KFAM and AINF on all official communications.

c. In 1988, the transmittal letter format was revised and standardized for all volumes, and includes the cost, printed at the bottom of the first page. Requestors may obtain the cost of individual TLs issued under this system by contacting DIR at (202) 647-3602, or PS/PR at (202) 647-1105.